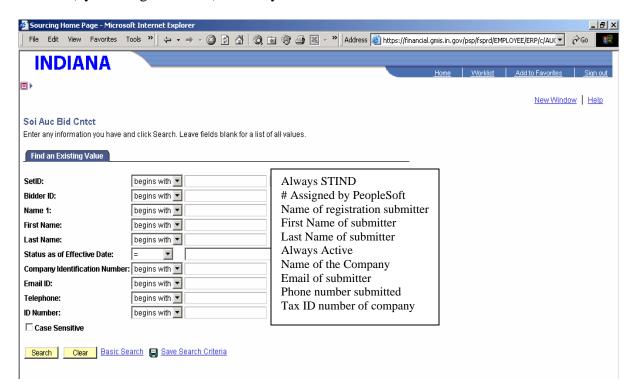
Directions for researching Buy Indiana policy categories 4 and 5

Whenever your recommendation is to award to an out-of-state vendor, you should first check to see if the vendor is on the "top 500" lists. To check this send an email to buyindianainvest@idoa.in.gov the vendor's name, address and Federal tax ID.

You will receive a response in generally 24 to 48 hours. If the response is that they are listed on the "top 500" company lists, you will then need to see if the vendor has updated his bidder profile in the bidder database. To check this you will need to navigate in PeopleSoft to the bidder database.

The navigation is as follows: Sourcing ▶ Sourcing Home Page ▶ Administration ▶ Update Bidder Profile ▶ Bidder Search Page (see picture to complete) ▶ Select Vendor (by clicking on record) ▶ Buy Indiana Tab



At the Buy Indiana Tab you need to verify if the vendor has chosen category #5, if they have not you will have to contact the vendor and have them update their profile.

If the vendor does not qualify under category #5 of the Buy Indiana policy the next step will be to contact the vendor to see if they believe that they could qualify under category #4's definition of a Substantial Capital Investment in Indiana.

The definition is a company who can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

Again if the company does qualify then have them update their profile and verify once they have done the update as described earlier.

Once you have verified the company has updated their bidder profile to show they qualify as an Indiana business, you can complete your processing of the award.

This is a win-win-win for the vendor, agency and the State. For the agency this will increase your agency's dollars spent with Indiana companies and also will speed up your processing time, because the purchase will not have to be delayed in the out-of-state process. For the vendor it will allow some to obtain more business with the State because they are now an "Indiana" business. The State gains because the State will get more competition from vendors who can provide better products at better prices.